

ACADEMIC SERVICES NEWSLETTER  
(From the Dean of Academic Services)

October 15, 1990

Vol. 1, No. 2

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TIME NOW FOR A  
REGULARLY SCHEDULED BREAK  
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In the last issue of the Newsletter, I described the new hours for the college schedule.

I neglected to mention that in those classes which last longer than seventy-five minutes you are now permitted to include a regularly-scheduled break.

The way I read the policy it seems that every sixty minutes of class time may include a five-minute break. Practically speaking, this means that in the five-credit-hour classes which meet two days a week (Mon/Wed or Tu/Thur), you may schedule break time of approximately twelve minutes each day. In the five-credit-hour Mon/Wed/Fri classes, you may schedule approximately eight minutes of break time each day.

This is a subject about which I am sure we will talk again.

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NEW POLICY  
ON ACCIDENTS  
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President Umphrey has directed that all members of his administrative staff submit to him a detailed written report on any accident involving school property or an accident resulting in personal injury to students, faculty, or staff. He has directed further that this report must be submitted within forty-eight (48) hours after the accident takes place.

Obviously, I am not in a position to know on my own when every accident occurs during the various activities of the Academic Instructional Division. Therefore, in order for me to meet my responsibility to the president, I must depend upon each member of the faculty and staff of the Academic Instructional Division to tell me immediately when an accident does happen.

We are not talking here about broken test tubes in a chemistry lab or bruises from being "tumped" from a canoe. But, if property damage and/or personal injury are significant, or have the potential for being significant, I need to know about it posthaste.

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NEW POLICY  
ON REPORTING  
RACISM AND BIGOTRY  
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In cooperation with an initiative from the U.S. Department of Education seeking to build "a more tolerant, pluralistic America," the Shelton State Personnel Office has issued the following statement regarding the reporting of incidents of racism and bigotry at our institution:

"Any individual wishing to report acts of racism or bigotry at Shelton State Community College should contact the Dean of Students Office at 391-2216 or the Personnel Office at 391-2472. Dr. Jesse High, of the Atlanta Regional Office of the U.S. Department of Education, is our contact person and will offer direction and support regarding

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proper reporting procedures. Dr. High will respond to requests for help in resolving allegations of discrimination."

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**NEW GUIDELINES FOR APPROVAL  
OF OUT-OF-STATE TRAVEL  
FOR PROFESSIONAL DEVELOPMENT**

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The Chancellor's office has issued guidelines for the implementation of the policy which the State Board adopted at its March 22, 1990, meeting regarding professional development activities requiring out-of-state travel for groups of two-year college employees.

The guidelines stipulate no group of (1) three or more persons from a single two-year college or (2) ten or more persons from various two-year colleges shall be permitted to travel outside the state on professional development leave unless the group has received prior approval from the Alabama State Board of Education and from the Governor of the state.

A group applying for approval for such out-of-state travel must do so by submitting a written request to the Chancellor at least forty-five (45) days in advance of the first day of the requested leave.

The Chancellor shall make the determination of whether to recommend the requested professional development leave to the State Board and to the Governor.

There are other details in the guidelines, but this is the gist of the matter.

**PRAISE FROM UAB  
FOR PREPARATION OF SHELTON STUDENTS**

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On October 4th, Evelyn Mettee attended the UAB Linkage Workshop and was told by two former students from Shelton that their preparation in the sciences was so good that their fellow students were copying their anatomy and physiology notes to help them at UAB.

In addition, the program director for UAB's physical therapy assistant program, Sharon Shaw, told Evelyn that she never had any worries about applicants from Shelton State; not one has had academic difficulty.

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I have written a memo to Dr. Jarrell, chair of the Standing Committee on Faculty and Staff, and have asked him to appoint a subcommittee to work with me to develop what--for lack of a better term at this point--I am calling a "faculty satisfaction survey." This would be a standardized instrument somewhat akin to the student opinion survey that is used in your classes. However, the faculty opinion--or satisfaction--survey would be used as a formal mechanism for the faculty of the Academic Instructional Division to indicate to the Dean of Academic Services those areas where--from a faculty viewpoint--the administration of the division is strong, where it is weak, where there are areas of improvement, etc.

As I view this undertaking, the faculty/staff subcommittee would meet with me and determine those areas which should be included, and thus

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be addressed, in the satisfaction survey. The subcommittee would also develop the procedure by which this survey would be utilized, i.e. how and when it would be administered, how and to whom the results would be communicated, etc. I firmly believe that the use of such a survey will be most meaningful if both the faculty and I agree upon both the broad configuration and the details of the exercise.

A final note: just as the student opinion survey is not student evaluation of faculty, this faculty satisfaction survey would not, in my opinion, constitute faculty evaluation of the dean. In the organizational structure of this institution, the Dean of Academic Services reports to the President and is evaluated annually by the President.

Although I have not discussed this with the president, I will be happy, if the president agrees, to have the results of the faculty satisfaction survey be included as a part of the process and procedure by which the president conducts his annual evaluation of me.

If we can get this faculty satisfaction survey in place, I think that it will a positive activity for both the faculty and the administration of the Academic Instructional Division. If you wish to be involved in this project, or just have comments or suggestions, please give them to Dr. Jarrell.

ADMINISTRATORS  
ON DUTY AT NIGHT

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For some time now, the president has assigned night duty to each member of the administration. This duty is rotated among those eligible for this service.

The night watch is not to be spent in taking care of normal duties. Also, those on night watch are to spend time on both the Skyland Campus and the Fifteenth Street Campus.

Each administrator, while standing night watch, carries a beeper, the number of which is at the college switchboard. If a member of the faculty or staff needs assistance from the administrator on duty at night, he (or she) can contact them quickly using the beeper number.

This administration night person is in addition to the security and support personnel that we already have assigned night responsibilities.

Those administrators who have night duty for the remainder of October are as follows:

October 15 .....	Hugh Kynard
October 16 .....	Lucy Kubiszyn
October 17 .....	Joan Kempster
October 18 .....	Arthur Howington
October 22 .....	Bob Hagler
October 23 .....	Bessie German
October 24 .....	David Freeman
October 25 .....	Ric Dice
October 29 .....	Matt Devaney
October 30 .....	Ann Capel
October 31 .....	Bruce Bizzoco

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**OPERATION FAMILY SHIELD**

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At its September 27th meeting, the Alabama State Board of Education expressed its support of members of the Alabama National Guard and reserve units called to active duty in the Middle East by enacting for them a program of personal assistance called Operation Family Shield.

There are four parts to Operation Family Shield.

First, tuition refunds will be made to Alabama service men and women who have been activated as part of Operation Desert Shield and who have personally incurred tuition expenses.

Second, tuition scholarships will be provided to children and spouses who are left behind.

Third, the counseling staff of each college is to make available group counseling services to the families affected by Operation Desert Shield. These services may include stress management seminars, financial planning seminars, family support groups, or other related services.

Fourth, the Alabama College System will sponsor a statewide forum of student leaders from Alabama's two-year colleges "to marshal their energies and talent in support of Alabama's response" to the crisis in the Middle East.

The Alabama State Board of Education has issued guidelines, but this is the first of the latter.

The College does not yet have the guidelines for implementing Operation Family Shield. We assume that they will be forthcoming shortly.

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**COPY MACHINE**

**IN THE**

**PRESIDENT'S OFFICE**

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We have some copy machines on this campus that are as old as Methuselah. These machines survive only because we no longer ask them to do much work.

The copy machine in the president's office is one of these aged--yet still productive--copy machines. It can not, however, be used to make more than one or two copies at a time.

This copy should not under any circumstances be used to make the multiple copies required for tests, handout, etc. Therefore, please do not use it for such purposes or ask Ms. Lowe, Ms. Hinton, or the workstudy students in the president's office to do so.

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**THE POT IS CLOSED**

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It is my sad duty to report that Chez Lorine is no longer open for business. Coffee will no longer be available in the President's Office. Those who have been satisfying their craving for caffeine at that location must now go elsewhere for stimulation.